

POC Name
Company Name
Address Lines 1 & 2«Mailing_Address_Line_2»
City, State ZIP



UNITED STATES DEPARTMENT OF COMMERCE
Bureau of Industry and Security
Washington, D.C. 20230

Month, Day, 2022

Dear [INSERT POC HERE],

The Bureau of Industry and Security (BIS), Office of Technology Evaluation (OTE), is conducting a survey and assessment of the U.S. neodymium-iron-boron (NdFeB) permanent magnet industry. The resulting data will be used to support an ongoing investigation on the effect of imports of NdFeB magnets on the national security under Section 232 of the Trade Expansion Act of 1962, as amended. The investigation was self-initiated by the U.S. Department of Commerce.

The principal goal of this survey is to assist BIS in determining whether NdFeB magnets are being imported into the United States in such quantities or under such circumstances as to threaten to impair the national security. The survey will also assist in determining the overall health and competitiveness of the industry in the United States. Information collected will include organizational data, facility information, current and prospective production, purchases and suppliers, sales and customers, employment, capital expenditures, R&D, intellectual property, recycling, and competition and challenges. The resulting data will provide BIS with information that is otherwise not available and needed to conduct its investigation.

Your organization has been identified as a manufacturer and/or distributor of NdFeB magnets, a producer of components used in the production of NdFeB magnets, or an end-user of NdFeB magnets with one or more facilities in the United States. Your participation in this survey is vital to ensure a comprehensive dataset for the assessment. BIS has worked in successful partnership with other U.S. industry sectors and we anticipate similar cooperation from your organization on this effort.

To begin, download the Microsoft Excel formatted survey and corresponding instructions at <https://www.bis.doc.gov/index.php/ndfeb232>. For internal data collection purposes, a PDF version of the survey can also be downloaded at this website. BIS will only accept Excel survey submissions.

Your company is required by federal law (50 U.S.C. App. Sec. 2155) to complete the survey within 30 days of receipt of this letter. All information submitted to BIS is protected as Business Confidential under provisions of the Defense Production Act (DPA) of 1950, as amended, and will not be published or disclosed, other than in aggregate form. At no time will such reporting identify your specific organization. Such information is also protected from disclosure from Freedom of Information Act (FOIA) requests.

If you have any questions regarding the survey, email NdFeB232@bis.doc.gov or contact U.S. Department of Commerce staff at (202) 482-0194. Email is the preferred method of contact and will allow for a more thorough understand of, and response to, any queries.

Thank you for your cooperation. We look forward to working with you.

Sincerely,

Jason D. Bolton

Jason D. Bolton
Director, Defense Industrial Base Division
BIS/Export Administration/Office of Technology Evaluation

